

Job Description

Role – Science Technician

Responsible to: Subject Leader of Science

Salary: £18,000 to £20,000 (FTE, actual pro rata to weeks/hours worked)

Responsible for:

Job Purpose

Under the guidance of senior staff, to provide support within the science department providing technical, practical and administrative assistance, enabling teachers to concentrate on the provision of a high standard of science education in line with the National Curriculum.

Key Responsibilities

- To prepare all resources/equipment for teaching or for demonstration purposes including making up chemical solutions for lessons within time scales, in order to support learning activities.
- To undertake routine maintenance and cleaning of equipment, resources and materials to ensure a safe and orderly working environment.
- To assist with stocktaking, ordering and taking delivery of supplies of chemicals, equipment, stationary and other resources, in conjunction with the Senior Technician, as required in line with National Curriculum requirements.
- To clean the equipment/resources/work area after use including chemical/biological spillages, ensuring own safety and that of colleagues and pupils.
- To check/test equipment/resources for safety, reporting any faults/problems/damages to Subject Leader to ensure that planned lesson activities can be undertaken.
- To undertake repairs to equipment within own capabilities whenever possible
- To arrange and monitor safe, secure and orderly movement and storage of laboratory equipment and resources, ensuring that Health, Safety and COSHH guidelines are complied with.
- To ensure that chemicals are disposed of safely in line with Health & Safety regulations and COSHH guidelines. This may include the safe disposal and handling of radioactive materials.
- To liaise with, and provide support to the teaching staff in relation to the preparation and delivery of new units for the National Curriculum, for example; to assist with research, experiments and the testing of new equipment.
- To provide advice and practical support to students and staff and advise compliance with safe working practices.
- To contribute to meetings and discussion forums with students and staff as appropriate.

General

- To support student recruitment events when required
- To organise and coordinate other events for the students when required.
- To take part in the UTC enrichment programme
- Provide first aid support

To carry out any other duties as reasonably required by the Principal that are commensurate with grade and nature of the post

Conditions

- Term time only
- Usual daily working hours between 8:00am and 17:0pm, total 36.5 hours per week, actual working hours to be agreed on appointment..

The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he comes into contact with.

Whilst every attempt has been made to cover the main duties and responsibilities of this post, this list is not exhaustive and each individual task involved in the roles may not be identified. This job description is open to discussion at interview to meet a particular individual's strengths or personal development goals.

This post is subject to a criminal records check from the Disclosure & Barring Service (formerly CRB) as part of the UTC's responsibility for promoting the welfare and safeguarding of children. Further details regarding the checks are available by visiting <https://www.gov.uk/dbs>.